



CHILD CARE  
LICENSING BUREAU



## Uploading Supporting Documentation

JOB AID





## Purpose

This job aid covers how to upload supporting documentation to an application.



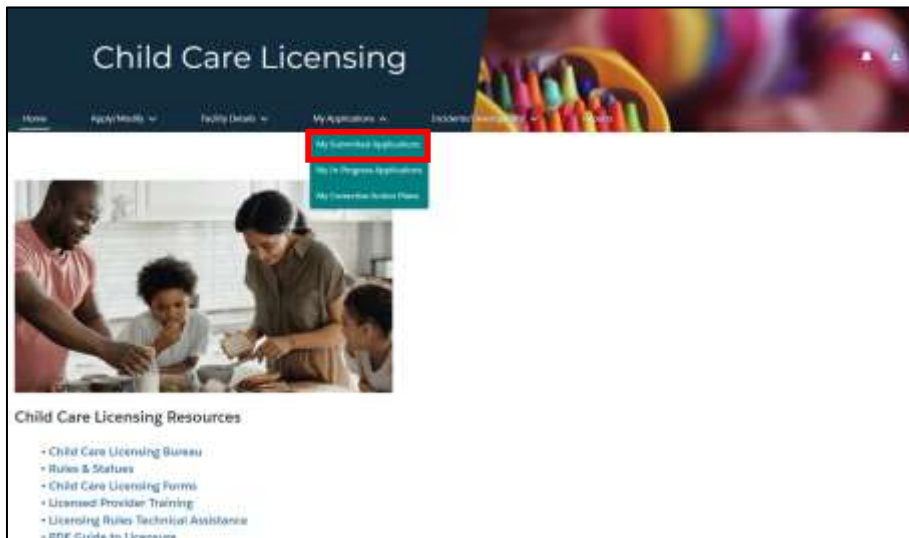
## Business Role(s)

- Applicants/Providers

# Uploading Documentation

As a provider you can upload supporting documentation to an application by following these steps:

1. From the Providers Portal homepage under **My Applications**, click the **My Submitted Applications** option.

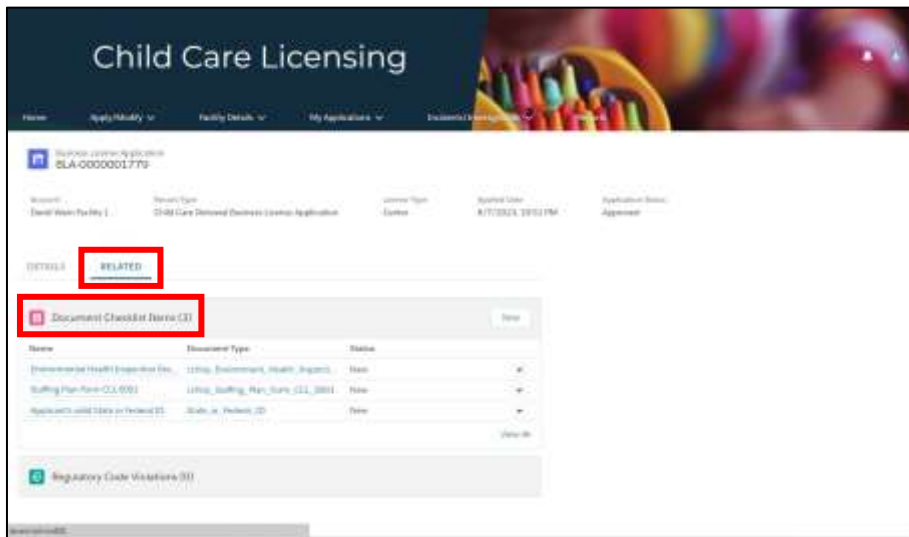


2. From the displayed list, click the **Open Application** button to upload documentation for the selected application.



# Uploading Documentation

3. Navigate to the **Related** tab and review the list of **Document Checklist Items**. Click the hyperlink for the document you want to upload a file(s) for.



4. Click the **Upload File** button to upload the documentation. Once completed, navigate to the **Related** tab. In the **Files** section, the documentation uploaded will be displayed.

